

Cherokee Nation
W.W. Keeler Second Story Addition and Remodel
Tahlequah, Oklahoma

WORK PACKAGE # 3A
Concrete and Earthwork
2/25/15

SCOPE SUMMARY:

DIVISION: 0	- Procurement and Contracting Requirements	As Applicable;
DIVISION: 1	- GENERAL REQUIREMENTS	As Applicable;
DIVISION: 31	- Earthwork	Complete;
DIVISION: 32	- Exterior Improvements	Complete;
DIVISION: 032100	- Steel Reinforcement (Site Work)	Complete;
DIVISION: 033000	- Cast-In-Place Concrete	Complete;
DIVISION: 033053	- Cast-In-Place Concrete (Site Work)	Complete;
DIVISION: 033536	- Concrete Finishing (Site Work)	Complete;
SECTION: 079000	- JOINT SEALERS	As Applicable;

In the event of a conflict or ambiguity between the following “clarifications” to the scope of Work and the contract documents, the contract documents shall control. The following “Scope Clarifications” are intended to emphasize, amplify, and clarify the Work of this package, and do not supersede the contract documents or in any way list every item of work required by the contract documents for Work of this package.

Terminology

Contractor shall mean work package Bidder.

Construction Manager shall mean M. Ross, Inc..

GENERAL SCOPE OF WORK INCLUSIONS:

Includes, but is not limited to, providing all the necessary labor, materials, tools, supplies, supervision, insurance, equipment, scaffolding, hoisting, fees, etc. necessary to provide the Bid Package 3A – Concrete for the Cherokee Nation - W.W. Keeler Second Story Addition and Remodel – located at 17675 South Muskogee Avenue, Tahlequah, OK 74464, in accordance with the Contract Documents. It is further understood and agreed that this Work Package also includes the furnishing and installation of the below listed items regardless of whether or not they are in the listed specification section(s) or any other specification section(s), or shown on the plans. Drawing and detail references are provided for reference only and are not to be considered as all inclusive of Contract Documents for the particular items referenced. (Please note: The word “provide” when used herein shall mean furnish and install completely, including all costs for labor, materials, equipment, pumping, hoisting, layout, scaffolding, ladders, staging, tools, rigging and any other facilities necessary to complete the work”.)

1. Include in pricing any and all mobilizations that may be required due to the entryways, canopy, elevator pit, and or any other tasks that may be required to be completed at a later date.
2. Work hours will need to be flexible as to keep disruption or displacement to employees and patrons to a minimum. After hours and weekend work will be acceptable with prior notice to avoid disruption. No disruption to Council meeting (which should be three days a month and we will provide a calendar for these events) or meetings that Administration may have.
3. Provide complete shop drawings and submittal information for the work as required by the contract documents Two (2) weeks after Letter of Intent.

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4. All site and building earthwork and concrete work complete.
5. All footings, foundations including continuous, step and spread; grade beams, tie beams, pilasters, etc; step walls and retaining walls, etc.
6. All concrete slabs on grade including thickened slabs; block-outs, pour backs, entrance stoops, etc., as indicated.
7. All miscellaneous cast-in-place concrete for raised concrete curbs, housekeeping transformer and equipment pads, etc., clean-out and valve aprons, All concrete formwork, required bracing, supports, shoring, re-shoring and all supplementary formwork including void (carton) forms, construction joints, raised areas, recesses, depression or box-out forms, brick ledges, opening forms, pit forms, block-outs for expansion joint covers, and miscellaneous formwork as shown or specified. Includes formwork engineering where specified or required by ACI.
8. All concrete accessories including void forms; keyways, water stops; rustifications, chamfer reglets; dovetail slots; bonding agents; joint fillers, bond breakers, and concrete accessories as indicated, necessary and required.
9. Provide all joint sealants associated with your work.
10. All perimeter and foundation insulation indicated and required including all auxiliary materials and their installation.
11. All vapor barriers indicated and as required. Tape all joints as required in accordance with specifications.
12. All reinforcing steel, welded wire fabric, fiber reinforcement etc. required for concrete work performed under this agreement including supports and accessories per documents, ACI or CRSI requirements; and supports for on-grade rebar or WWF. Includes all dowels, dowel bar substitutes, hilti drop-in anchors, or drilling and setting of epoxy type dowels.
13. All concrete materials, additives and admixtures, as required. Furnish mix designs, samples, etc. for testing lab and approvals as specified
14. All concrete finishing in accordance with documents including all scored, sawn, tooled, polished, stamped, stained, buffed, smooth form, rubbed, and rough formed as required, indicated and/or as specified. Includes patching of all tie holes and honeycomb, de-finning and removal of offsets as required.
15. All tooled, sawn, scored, contraction, construction, expansion and isolation joints shall be cleaned/ground/repared (horizontal and vertical) as required for uniformity prior to joint sealant installation.
16. All concrete curing and protection. Cure and protect all concrete surfaces in accordance with documents. Coordinate and provide curing materials/methods compatible with floor finish materials and waterproofing as required. Cure all slabs receiving finished products, seals, and stains in accordance with specifications and as recommended by manufacturers.
17. All hot and cold weather protection including approved additives for concrete work as specified, including hot water, ice, enclosures, heaters, fog sprayers, and protection.
18. All repair, patching, leveling or grinding of non-conforming concrete including slab tolerances or finishes, and repair of any formed surface out of tolerance or because of form failure.
19. Contractor shall clean and remove all concrete spillage, drippings, laitance, dried concrete fins, etc. caused during placing of concrete or stripping of forms.
20. Coordinate, receive, unload, inventory, store, and protect all embeds including anchor bolts and/or anchor bolt assemblies, sleeves, frames, etc. to be embedded in concrete as furnished by others. This contractor has care custody and control of all items embedded in concrete until final completion and acceptance by Owner.

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21. Layout, survey, install, support/brace and protect all embeds including those furnished by others.
22. Provide temporary markings, protect, clean-up and repair all in/under, flush, and all items provided by others which penetrate concrete work during and following concrete placement and finishing work.
23. Grout all base plates and walk-off entry mats, anchors etc. recessed into the concrete.
24. Provide waterproofing, felt paper wrap accessories for all anchor bolt/base plate assemblies if required or as indicated.
25. In the event concrete placed on the project does not meet testing or tolerances as specified, is found to be non-conforming by an independent laboratory, and or M. Ross, Inc. is required to remove such non-conforming concrete, all costs of removal and replacement of this non-conforming concrete, including all removal and replacement of other work or materials related to the non-conforming concrete, shall be borne by this contractor.
26. Prepare and implement pre-pour sign off documents prior to all concrete pours. Completed forms shall be submitted to and approved by CM prior to any pour.
27. All earthwork including excavation, rock removal, sidewalk removal, backfill, required compaction (both machine and handwork) and required backfill materials to perform work of this agreement. Perform all earth work including handwork in accordance with identified grade elevations within indicated tolerances as specified.
28. All Concrete, Rock, and Dirt excavation and removal is work of this contractor. Including required excavation and soil removal needed at elevator pit, and all entryways.
29. All aggregate (sand and gravel) base course beneath all concrete elements (slabs on grade, sidewalk, pavements, elevator pit, etc.)
30. Rework, level, slope, re-compact, and fine grade all sub-grade surfaces & slabs-on-grade following completion of under-slab utilities, foundation backfill, and/or other work causing irregularities in sub-grade prior to aggregate (sand) base course placement. (Note: MEP trades will restore sub-grades to +/- 1/10th foot, including compaction of their backfill).
31. Provide all hand excavation and backfill for work of this agreement including that required for thickened slabs and depressed areas, all edge backfill, etc.
32. Contractor shall brace all concrete structural elements as required for backfill operations as required.
33. Remove and legally dispose of all related earthwork waste, excess, spoil and unacceptable materials from site.
34. Provide all additional temporary gravel roads on (or to) building pads required for work of this agreement including repair or adding aggregate (gravel) if used as a temporary road, and removal/restoration of any temporary road area when complete. Contractor is also to restore any site sub-grades rutted or disturbed by the work of this contract.
35. Subcontractor shall utilize crane mats, shoring, and/or other precautions or routes, when moving any ground equipment/cranes to avoid damage to any existing underground utilities or manholes, etc., existing surface paving, and structures. Subcontractor will provide any grading and temporary roads for access for work of this subcontractor. The construction manager will also provide (to the extent available) limited on-site area for shakeout and unloading of formwork, with the understanding that subcontractor will cooperate with other trades within the space available.
36. Provide Dust and Noise control per governing authorities and as shall be required by the Construction Manager.
37. Provide all work related trench, safety, fall and rebar dowel bar protection including as required per OSHA.

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38. Provide all street/sidewalk/parking/parking lane blocking and closures necessary including providing all safety requirements, traffic and pedestrian control, (i.e. signage, barricades, flashers, etc.), traffic covers, flagmen and flagging, etc. as required for prosecution and completion of Contractor's work.
39. All waste concrete and concrete truck/pump wash-out is to be confined to an area approved in advance and in writing by the CM. Provide periodic cleanup, a self contained wash-out area, disposal and restoration of concrete waste and truck washout as directed by the CM. Legally dispose all concrete waste, excess, spoil and unacceptable materials from site both periodically and upon completion.
40. All cleanup and haul-off of excess rebar, formwork, pump spoil concrete, and other debris resulting from work of this Subcontract.
41. Clean and remove all concrete spillage, drippings, laitance, dried concrete fins etc. caused during placing, stripping of forms or finishing of concrete. All slabs are to be broom cleaned of all debris, and broom cleaned again at completion of concrete work. Includes cleaning and/or protection of existing improvements from concrete splatters or drippings.
42. Cleanup of any dirt or debris caused by this contractor from any paved surface or walk or building walls. Contractor to ensure that truck entering and leaving the jobsite do not soil any existing Health Center or public roadways.
43. In accordance with local jurisdictions and to the satisfaction of the Construction Manager, provide on a daily basis all road/street/pavement cleaning during the course of operation for this scope of work. Clean streets as required such that roadways remain clean at all times. Provide street cleaning equipment as needed.
44. Coordinate and provide all water-stop materials as required per specification section 071310.
45. Receive, unload, inventory, store, protect and install complete all embed materials as furnished by others including anchor bolts, stair nozings, floor mat frames, etc. Contractor has care custody and control of all items embedded in concrete until final completion and acceptance by Owner.
46. Provide temporary markings, protect, clean-up and repair as required for and during performance of work, all in and under, flush and all items provided by others which penetrate concrete work.
47. Clean-up and dispose all waste, debris, trash, all detrimental soils, spills, materials and have all formwork, metal decks, pour areas of any nature inspected by the Construction Manager prior to any concrete placement.
48. Provide all concrete materials, additives and admixtures, as required.
49. Provide all concrete finishing, scoring, saw cutting, tooling, stamping and stain indicated and specified.
50. Provide all concrete curing and protection. Coordinate and provide curing materials/methods compatible with finish floor system materials and waterproofing.
51. Provide all required concrete sealers per documents and per room finish schedules.
52. Contractor to receive Building pad as provided by others within +/- 1/10 foot of slab, paving, sidewalk, etc. sub grade elevation. (Elevation at bottom of aggregate base course). All earthwork required to achieve foundation grades and the return of earthwork to subgrade is the responsibility of this subcontractor.
53. Remove and legally dispose of all related earthwork waste, excess, spoil and unacceptable materials from site including drilled pier spoil.
54. Open excavations shall be barricaded, protected, and provided approved railing at all times as required by OSHA and all authorities having jurisdiction.
55. In accordance with OSHA 29 CFR; 1926.752, (a) 1 and 2; and 1926.755, (b) 1 and 2, (Sub-Part

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- R), the concrete contractor shall ensure and provide written notification as stipulated that structural concrete and anchors bolts have met all OSHA requirements therewith."
56. Provide all related joint sealants and accessories for work of this package in conformance with specification section 079000, "Joint Sealants", as indicated on documents, and as required. Additionally, provide all required joint clean-up and repair for both horizontal and vertical uniformity prior to sealant installation.
 57. Contractor shall provide all Safety and 100% fall protection requirements for work of this package. With the exception of upper deck perimeter guardrail fall protection as provided by the steel contractor, this contractor shall maintain and remove all other perimeter guardrail protection in such method and manner whereby any perimeter/opening guardrail systems do not interfere with subsequent work.
 58. Additionally, contractor will provide all toe boards for all upper deck and opening perimeter guardrail safety protection as provided, and as provided by the steel contractor. Additionally, Contractor during the course of operations on the project shall provide supplementation as necessary and maintain completely all perimeter guardrail safety protection.
 59. Upon the determination and approval by this Contractor and the Construction Manager that permanent construction or other means of fall protection as provided by subsequent contractors meet all fall protection requirements, this contractor shall remove all or partial protection which was provided, from site.
 60. Upon placement of elevated concrete on metal deck, provide OSHA approved stair and/or ladder access. Upon installation by others of permanent metal stairs, provide temporary treads, recess fillers and OSHA approved guard rail for safe stair usage. Remove and legally dispose all temporary items as required for completion of installation of permanent stairs and handrails.

General Items:

Safety:

1. Comply with Construction Manager's Safety Policies and Insurance Requirements.
2. Submit Daily Project Reports to M. Ross, Inc. daily, while on site.
3. Participate in and submit weekly safety audits as required by the Construction Manager.
4. Hard Hats, eye protection, & high visibility vests are required at all times while on site.
5. Provide proper respiratory protection while working in confined spaces.
6. In addition to other safety requirements required elsewhere in this bid package, this contractor shall replace or restore all safety rails, guards, fences or the like, which are temporarily removed or damaged by and for the Work of this package.

Project Coordination:

7. Provide mandatory on-site Subcontractor supervision while work is being performed.
8. If Work involves demolition of items to be salvaged and turned over to the Owner; Bidder shall remove, load, transfer and unload all salvaged items to and at locations designated by the Owner.
9. Coordinate all work with the Construction Manager to avoid delay and/or interference with other work and to ensure minimum interference with vehicular or pedestrian traffic and to permit unencumbered access to site and adjacent properties.
10. Subcontractor shall conform to Construction Manager's work hours. Normal work hours are 7:30 am to 4:00 pm or as otherwise required per schedule or by Cherokee Nation. Additionally, all weather delays, coordination conflicts and work congestion delays are considered normal delays; as such,

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all normal delays will be made up on Saturday and Sunday.

11. Provide manpower and equipment mobilizations/remobilizations as required for the work in accordance with project schedule including all phasing and interim milestone dates.
12. Subcontractor in performance of this work agrees to cooperate and work harmoniously with other trades to achieve all interim and final completion dates and to coordinate the work to avoid compression (to the extent possible) for the benefit of all trades.
13. Provide as applicable to the work, all identification requirements including charting, tagging, labeling, marking tape and trace wires, stenciling and painting as specified, indicated, and/or required by Cherokee Nation and jurisdictional authorities.
14. Subcontractor shall include daily cleanup of all waste and debris generated by their work, their employees, sub-tier subcontractors and suppliers. All waste shall be accumulated, removed, broken down, compacted, bundled and deposited in project dumpsters at Subcontractors expense. Subcontractor shall employ (as necessary) adequate personnel whose sole responsibility is the performance of clean-up described herein.
15. Additionally, each subcontractor will also be responsible for contributing personnel to a composite clean-up crew. This will not supersede daily clean-up as stipulated above. Crew 5-10 – 1, Crew 11-20 – 2, Crew 21-40 – 3, Crew 41 and above - 4
16. Provide, Schedule and coordinate with CM all required testing requirements including providing assistance, access, obtaining samples and data gathering, as required. All field testing and cost thereof for geotechnical, concrete, asphalt, masonry and structural steel is provided by others. Costs for all retesting due to failed tests and Subcontractor unpreparedness for tests, will be paid by this Work Package Subcontractor.
17. Provide as applicable to the scope of this Work package, all required factory or field testing, and systems including cleaning, disinfection, sterilization, and certifications as specified, indicated and/or as required and necessary by jurisdictional authorities for the Work.
18. Furnish, install and remove upon completion, all temporary protection for protecting existing or new improvements (whether public or private), work of other trades, stored materials, floors, and/or building finishes from damage from Work activities. Restore areas to new condition per documents and/or as required by the Cherokee Nation, the CM or jurisdictional authorities to new condition immediately following completion of the Work.
19. Provide and mark as applicable to the Work, all existing underground utility locations. Damage and repair to existing utilities resulting from the Work will be the responsibility of the Subcontractor.
20. Provide all field engineering and layout from benchmarks and base building control. Benchmarks and baseline control is furnished by others. This contractor is responsible for replacement of any damaged benchmarks, base line control, or layout work of other trades/packages damaged or destroyed by the work of this subcontractor.
21. Provide all required dewatering, pumping, bailing, squeegeing, mopping, fans, etc. necessary to keep all work areas free of water during performance of Work. All discharge shall be in accordance with EPA guidelines or other more stringent jurisdictional and/or Owner requirements. Protect all existing and new finished surfaces from rutting, dirt, debris, stain, mold and repair all damage resulting from standing or discharged water.
22. Provide all temporary shoring and bracing that may be required for work of this package including all engineering, design and calculations stamped by a registered engineer in the State of Oklahoma. All costs and fees therefore as required are to be included as a portion of the bid. Provide all hoisting as necessary, material transportation, dunnage, rigging, loading and unloading, etc. as required for the work of this bid package.

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23. Provide, arrange, obtain and pay for all licenses, taps, connections, meters and appurtenances including all cutting and patching, testing, inspections, approvals and certifications.
24. All deliveries are to be coordinated through M. Ross, Inc and may be restricted to nights or weekends to avoid traffic or complex disruptions. All deliveries shall be prescheduled with M. Ross, Inc. to ensure that construction access is available when needed (Subcontractor is to cooperate, and work harmoniously with other trades to avoid delivery delays). Additionally, Subcontractor must have adequate flagmen where required to position truck(s) for unloading and to control traffic during truck positioning. All deliveries and components must be sized to fit within the designated construction entrances.
25. All work in existing building and work outside of construction zones where work is to be performed areas must be pre-scheduled through M. Ross, Inc. as specified, including a minimum 14 working days advanced scheduling (or longer if so specified). All areas outside of construction zones will remain operational and hard temporary partitions (drywall) are to be avoided and will not be installed.
26. Provide all safety requirements including traffic and pedestrian control (i.e. signage, barricades, flashers, etc.), traffic covers, flagmen and flagging, etc. in conjunction with Work whether on public or private property for the prosecution and completion of this work scope.
27. Attend weekly on-site Supervisors, foreman, safety meetings, etc. as required by the Construction Manager.
28. If applicable, provide all fuel for fuel storage tanks (fuel oil, diesel, etc.) as required for all start-up, testing and commissioning for all permanent power generating equipment indicated. Upon turnover to Owner, provide full (completely filled) fuel storage containers with appropriate fuels.
29. As applicable to the Work, provide all attic stock, extra materials, chemicals, special tools, filters, testing equipment, etc. as indicated, specified, as required.

Administrative:

30. Subcontractor will be responsible for timely submission of all submittals including but not limited to: daily reports, shop drawings, licenses, certificates, permits, manifests, samples, product data sheets, MSDS information, LEED requirements and all other submittals required by Contract Documents. Note: furnish the required number of copies including electronic copies of all submittals in quantities as determined by the CM.
31. Subcontractor agrees to diligently process submittals, expedite material deliveries and to supply required manpower and resources to complete work in accordance with M. Ross, Inc. master schedule including all individual milestone dates, Owner equipment installation dates, and Owner's completion date. If progress by Subcontractor is inadequate, M. Ross, Inc. may direct Subcontractor to immediately remedy scheduling inadequacies at no additional cost to M. Ross, Inc. or the Owner. Failure to meet milestone or completion dates will also subject Subcontractor to a \$1,000 per calendar day damages as listed in the Instructions to Bidders.
32. Provide all mock-ups as indicated and required,
33. Provide all licenses, permits, fees, and certifications and arrange for inspections and tests as required for the work. (Coordinate all inspections and tests through Construction Manager).
34. General building permit and payment for the required fee is provided by others, however, Subcontractor except as otherwise indicated, shall provide, arrange, obtain and pay for all other required permits including trade, Infrastructure Development Process, and/or similar specialty permits required by jurisdictional authorities.

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35. Provide, arrange, obtain and pay for all licenses, taps, connections, meters and appurtenances, all cutting and patching, testing, inspections, approvals and certifications, safety requirements, traffic and pedestrian control (i.e. signage, barricades, flashers, etc.), traffic covers, flagmen and flagging, etc. in conjunction with Work whether on public or private property for the prosecution and completion of this work scope
36. Submit to the Construction Manager a self-performed, typewritten pre-punch listing of items of work including for any embedded, concealed, in-wall, and/or above ceilings as part of this contractor's quality control procedures.
37. Subcontractor is responsible for all applicable federal, state, municipal and local sales and use taxes.
38. Provide all warranties and specialty as specified.
39. Schedule of Values and Applications for Payment shall be broken down as required by the Owner and/or the Construction Manager.
40. Contractors, subcontractors and lower tier subcontractors and suppliers lien releases must be received monthly prior to processing of the following months application for payment. Additionally, provide all required reports, certifications, etc. as indicated above. Upon 80% of total billing, Subcontract shall submit all close-out documents. If close-out documents are not submitted at 80%, Subcontractor shall not be paid until close-out documents are submitted in form and format (hardcopies and electronic media) as required.
41. Provide all test and balance, start-up, and commissioning reports, Owner training information, record drawings (pdf), O&M manuals, etc. as required and specified. All close-out information is to be submitted as one package.
42. Costs for performance and payment bonds shall be stated separately as an add to your base bid and any applicable alternates or unit prices. All base bids, or combination Base Bid and any Alternate, of \$100,000 or above will require Performance and Payment Bonds.
43. The terms and conditions contained in the following documents, including General Provisions – Article 2.5, Indemnification as included with the contract documents; are incorporated herein by reference as if fully written out;
 - M. Ross, Inc. General Provisions for Subcontracts
 - Exhibit "B" Subcontract Performance and Payment Bonds
 - Exhibit "C" Subcontractors Minimum Insurance Requirements
 - Exhibit "D" of Subcontract;
 - Exhibit "E" Indemnification;
 - Exhibit "F" Schedule

SCOPE OF WORK EXCLUSIONS:

1. Floor mat frame material to be furnished by others.
2. Stair Rail, Handrail/guard rail and fence post sleeve materials to be furnished by others.
3. Testing